



*Cobb County...Expect the Best!*

## **REQUIREMENTS FOR COMPLETING VARIANCE APPLICATION COBB COUNTY, GEORGIA**

Application must be submitted in person to the Zoning Division, located at 191 Lawrence Street in Building E, Marietta, Georgia, no later than **4:00 p.m. on the second Thursday of each month** (see attached hearing schedule) in order to be considered for the next scheduled public hearing.

**EXAMPLE:** A complete application filed by the third Thursday in March would be considered by the Board of Zoning Appeals on the second Wednesday in May [unless otherwise scheduled]. You are ***not*** required to wait until the third Thursday of each month to file an application.

The following items are required for submitting an application for a Variance:

1. **Original** notarized signatures of **titleholder(s)** and **representative(s)**.
2. If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation or true facsimile thereof, as the case may be;
  - b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
  - c) That the execution of the document on behalf of the corporation has been duly authorized.
3. A copy of the warranty deed that reflects the current owner(s) of the property.
  4. A current legal description of the subject property.
  5. A copy of current plot plan and current boundary survey drawn to scale and stamped by a **registered engineer, architect, land planner, or land surveyor** currently registered in accordance with applicable state laws. These plans must include: a) north arrow; b) land lot lines; c) district lines; d) lot lines e) angles; f) bearing and distances; g) adjoining street with right-of-way (present and proposed); h) paving widths; i) the exact size and location of all buildings along with intended use; j) buffer areas; k) parking spaces; l) lakes and streams; m) utility easements; n) limits of the 100-year floodplain and acreage of floodplain; o) cemeteries; p) wetlands; q) access points; and r) stream buffers (minimum 50' buffer).

**NOTE: Two (2) full size drawing to be no larger than 36" x 48" and two (2) copies of the site plan must be 8 ½" x 11".**

## Requirements for Variance Application

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6. A copy of the paid tax receipt for the subject property, or a statement signed by an official in the Tax Commissioner's Office or other official document issued by the Tax Commissioner's Office indicating the taxes have been paid.
7. A petition form for Consent of Contiguous Occupants or Land Owners is provided.
8. Applicant, or representative for applicant, **must** attend the Variance Hearing. Failure to attend may result in dismissal with prejudice, rejection of the application or continuance of the hearing at the Board's sole discretion.
9. Application Fees:      \*Residential - \$100.00      Churches - \$450.00      Livestock - \$25.00  
   Builders - \$450.00  
   Commercial - \$450.00

\*To qualify as a residential request, the applicant must be the present or future resident.

10. In addition to the application fee, there is a **deposit of \$100.00** for signs, which will be refunded if signs are returned within ***thirty (30)*** days after the final decision by the Board of Zoning Appeals.
11. Signs provided by the Zoning Division **must** be posted on or near the right-of-way of the nearest public street thirty (30) days before the public hearing. Signs **must** be posted every 500 feet of public road frontage. Failure to post and maintain signs continuously may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearing and to remain posted until the final decision by the Board of Zoning Appeals.**
12. Any variance request may not be reconsidered for a period of three (3) months after it has been rejected by the Board of Zoning Appeals, unless by court order or pursuant to a settlement of litigation approved by the Board of Zoning Appeals.
13. Any sign variance request **must** provide a sign rendering showing: size, height, shape, illumination (external/internal) and structural details (footings).
14. Any variance affecting setbacks will be determined by a footings survey. See attached footings survey requirements from the Cobb County Development Standards and Specifications – (Sec. 103.19). A copy of the approved footing/foundation survey submitted at time of application for building permit must be attached.

**NOTES:      NO APPLICATION WILL BE ACCEPTED BY THE ZONING DIVISION UNLESS FILLED OUT IN ITS ENTIRETY, ALONG WITH ALL STAMPED PLOT PLANS AND BOUNDARY SURVEYS.**

**EACH SITE WILL BE INSPECTED BY COBB COUNTY ZONING STAFF TO INSURE VARIANCE SIGN(S) HAVE BEEN PROPERLY POSTED.**

**ANY APPLICATION REJECTED BY THE BOARD OF ZONING APPEALS CANNOT BE RESUBMITTED TO THE ZONING DIVISION FOR A PERIOD OF THREE (3) MONTHS.**

# Application for Variance

## Cobb County

(type or print clearly)

Application No. \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Applicant \_\_\_\_\_ Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

(representative's name, printed)

(street, city, state and zip code)

\_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

(representative's signature)

Signed, sealed and delivered in presence of:

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Titleholder \_\_\_\_\_ Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Signature \_\_\_\_\_ Address: \_\_\_\_\_

(attach additional signatures, if needed)

(street, city, state and zip code)

Signed, sealed and delivered in presence of:

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Present Zoning of Property \_\_\_\_\_

Location \_\_\_\_\_

(street address, if applicable; nearest intersection, etc.)

Land Lot(s) \_\_\_\_\_ District \_\_\_\_\_ Size of Tract \_\_\_\_\_ Acre(s) \_\_\_\_\_

Please select the extraordinary and exceptional condition(s) to the piece of property in question. The condition(s) must be peculiar to the piece of property involved.

Size of Property \_\_\_\_\_ Shape of Property \_\_\_\_\_ Topography of Property \_\_\_\_\_ Other \_\_\_\_\_

The Cobb County Zoning Ordinance Section 134-94 states that the Cobb County Board of Zoning Appeals must determine that applying the terms of the Zoning Ordinance without the variance would create an unnecessary hardship. Please state what hardship would be created by following the normal terms of the ordinance.

List type of variance requested: \_\_\_\_\_

**CONSENT OF CONTIGUOUS OCCUPANTS OR LAND OWNERS  
TO ACCOMPANY APPLICATION FOR THE PURPOSE OF VARIANCE REQUEST**

By signature, it is hereby acknowledged that I give my consent/or have no objection that \_\_\_\_\_  
\_\_\_\_\_ intends to make an application to the appropriate Cobb County  
Authorities for a variance request for the purpose of \_\_\_\_\_ on the  
premises described in the application.

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## **CERTIFICATION BY OWNER/APPLICANT**

I understand and certify that the maximum percentage of impervious surface for the development activity associated with this variance application shall conform to the limit for the specific Zoning District as detailed by the Official Code of Cobb County, Chapter 134, Article IV, District Regulations, (11) Use Limitations. Impervious surface shall include structures (principal and accessory), parking lots, driveways, walkways, non-wooden pool decks and the like, and non-permitted work.

Signature of property owner or owner representative: \_\_\_\_\_

Printed name: \_\_\_\_\_

Signature of property owner or owner representative: \_\_\_\_\_

Printed name: \_\_\_\_\_

# **COUNTY DEVELOPMENT STANDARDS AND SPECIFICATIONS**

## **103.19.1 FOOTINGS SURVEY (Page 100 – 25)**

A footings survey is required to be prepared anytime a building footprint (foundation wall) is proposed to be constructed within five feet of any applicable setback. The failure to prepare such a footings survey shall be a principal factor in determining whether or not to grant a variance.

On any development, prior to obtaining a building permit, the permittee or landowner must file a copy of a current plan and survey of the property sealed by a registered land surveyor providing such information as shall be required from the Cobb County Development and Inspections Department or its successor.

Prior to commencing pouring of footings, it shall be the responsibility of the builder or developer to accurately and clearly flag all pin corner boundaries or building setback lines prior to any footings inspection. Should the developer or builder desire to place any footing within five (5) feet of the applicable building setback line, the builder or developer shall provide a footings (foundation) survey signed by a registered land surveyor showing the footing location and the outer perimeter of the proposed structure. The failure to provide such a footing survey shall be a primary consideration in whether or not the Board of Zoning Appeals may deny a variance application.

# COBB COUNTY COMMUNITY DEVELOPMENT

## 2008 VARIANCE SCHEDULE

LAST FILING DAY	POST SIGNS	HEARING DATES
11-15-07	12-11-07	*01-10-08 (Thursday)
12-20-07	01-14-08	02-13-08
01-10-08	02-11-08	03-12-08
02-14-08	03-10-08	04-09-08
03-13-08	04-14-08	05-14-08
04-10-08	05-12-08	06-11-08
05-08-08	06-09-08	07-09-08
06-12-08	07-14-08	08-13-08
07-10-08	08-11-08	09-10-08
08-14-08	09-08-08	10-08-08
09-11-08	10-13-08	11-12-08
10-09-08	11-10-08	12-10-08
11-13-08	12-15-08	01-14-09 (Tentative)
12-11-08	01-12-09	02-11-09 (Tentative)

\*Not a regular scheduled day or time.

Last filing day is on the 2<sup>nd</sup> Thursday of each month until 4:00 p.m.

Variance Hearings start at 1:00 p.m. (unless otherwise indicated) and are held in the Commissioner's Meeting Room, 2<sup>nd</sup> Floor of the Cobb County Building A, 100 Cherokee Street, Marietta, Georgia.

Revised: September 20, 2007